

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
TOWN HALL HEARING ROOM
2/26/14

ATTENDEES:

Deyst*	White*	Caccavaro*	Kellar*	McKenna*
DeCoursey	Connors	Simmons*	Gibian	
Tosti*	Foskett*	Bayer*	Ronan*	
Kardon*	Beck	Jones*	Deshler*	
Franclemont	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Transportation Advisory Committee members Richard Turcotte (Chair), Ed Starr; Electronic Voting Committee members Eric Helmuth, John Leone; Gina Sonder
MINUTES of 2/24/14 approved as corrected. Unanimous

SNOW & ICE: The Town just took delivery of \$200k worth of salt and sand. Voted to raise the spending limit by another \$500k as requested by the Town Manager.
Unanimous

ART 35 TAC BUDGET: Turcotte requested \$25k to defray cost of studies requested by the BoS. He said that the committee has nearly expended the original \$25k that was appropriated about 10 yrs ago. This money is held in an account managed by the Planning Dept. Members suggested a smaller amount more in line with other committees and that might be appropriated annually. If TAC faced an emergency they could request a Reserve Fund transfer. VOTED \$15k 15-0-1

ART 55 ELECTRONIC VOTING EQUIPMENT: The Town has contracted (\$10k) for equipment and an operator for a electronic voting trial during the 2014 Annual Town Meeting. Leone requested \$30k contingent on a positive vote on ART 54, a resolution to support of electronic voting. Leone & Helmuth said they expected the regular rental price would be about \$15k and the purchase price about \$25k. The manager recommended an appropriation of \$30k. He would decide whether to rent or buy. In discussion, members debated how to report. Most thought the Town Meeting should decide and that not enough is known to make a recommendation now. Voted \$0 with a comment explaining that the FinCom will make a recommendation late in the Town Meeting but before ART 54 is debated. Unanimous.

ART 20 TAR SAND OIL: Sonder intends to offer a substitute motion for a resolution in opposition to use of this oil, the extraction of which has a large carbon footprint. She answered numerous questions on this issue. These matters are covered in considerable detail in the material Sonder made available electronically but which she did not use during her presentation. A VOTE of no action failed 6-9. The BoS will report.

BUD 14 PLANNING: GenGov SubCom (Howard) recommended several changes to the budget book (Ref 1). In general, he said, the Manager is beefing up this department in order to encourage economic development. VOTED \$402,953 Unanimous

BUD 15 ARB GenGov SubCom (Howard) recommended the budget as printed. He described a profit/loss account that the Manager's office has developed to cover all the rented buildings. Tosti described a desire to include a summary of this work in the FinCom report. VOTED \$264,514 Unanimous

BUD 2 BoS: GenGov SubCom (McKenna) recommended the budgets for the office, audit & Town Report as printed. The sum of these 3 budgets plus the comptroller's budget (both for this appointing authority) increased 3.25% which is within the 3.5% guideline. VOTED \$295,255 Unanimous

BUD 6 COMPTROLLER: Finan SubCon (White) recommended the budget as printed. She said the large increase in telephone expense is caused by the work needed to keep an aging system working. The Comptroller's stipend is to cover her work as a Munis reference person. VOTED \$422,528 Unanimous

BUD 4 HR: HR SubCom (White) recommended the budget as printed. She explained that the increase in training funds is to help new admin employees learn the MicroSoft products. VOTED \$298,084 Unanimous

RESERVE FUND: \$664,414:.

COMMITTEE:

Peter Howard 2/27/14

cc FinCom Members, Town Web Site

Ref 1 Planning Budget

	2012 Actual	2013 Actual	2014 Budget	2015 Request	\$ Change	% Change	Offset
0117281 PLANNING SALARIES					-	-	
5100 SALARIES & WAGES	216,641	350,631	420,252	457,188	36,936	8.79%	
5156 LONGEVITY	300	300	1,300	2,185	885	68.08%	
5190 OFFSETS	(27,228)	(28,929)	(84,384)	(81,005)	3,379	-4.00%	(81,005)
0117281 PLANNING SALARIES	189,713	322,002	337,168	378,368	41,200	12.22%	(81,005)
0117282 PLANNING EXPENSES					-	-	
5203 DATA PROCESSING EXPENSES	446	-	500	500	-		
5209 IN-STATE TRAVEL	285	822	1,000	800	(200)	-20.00%	
5217 DUES/SUBSCRIPTIONS	1,498	3,418	1,400	1,400	-		
5218 TRAINING	700	1,202	1,000	1,000	-		
5223 OFFICE SUPPLIES	1,348	1,984	1,000	1,000	-		
5236 OTHER PURCHASED SERVICES	246	1,192	1,000	1,000	-		
5260 CLEANING ALLOWANCE	300	300	300	300	-		
5299 OTHERWISE UNCLASSIFIED	12,087	4,526	10,000	10,000	-		
5353 TECHNOLOGY/ECONOMIC DEVELOPMENT				8,585	8,585	100.00%	
0117282 PLANNING EXPENSES	16,910	13,444	16,200	24,585	8,385	51.76%	
PLANNING TOTAL	206,623	335,445	353,368	402,953	49,585	14.03%	

FY 2015 SALARY DETAIL						2014			2015			
PLANNING	Job	FTE	BU	Grade	Step	Min	Max	Budget Book	Base	Step	Longevity	Total
KOWALSKI	DIR OF PLAN & COMM DEVELOPMENT	1.00	MGMT	3	5	96,128	138,908	112,463	115,556	2,889	1,185	119,630
FIELDS EDWIN	ECONOMIC DEVELOPMENT COORD	1.00	MTP	12	7	68,590	88,750	71,854	82,451	1,546	-	83,997
WIENER	SENIOR PLANNER/DIR OF HOUSING	1.00	MTP	10	8	59,916	77,526	75,451	77,526		500	78,026
FIELDS DAVID	TECHNICAL PLANNER/GIS ANALYST	0.40	ATP	7	3	54,039	69,923	17,749	22,425	841		23,266
GLUSHKO	PLANNER	1.00	MTP	5	8	49,484	64,031	62,317	64,031		500	64,531
FIDALGO	ADMINISTRATIVE AIDE	1.00	OFFA	6	4	39,144	50,650	50,650	44,918	843		45,761
BECKWITH	CONSERVATION ADMINISTRATOR	0.66	MTP	6	8	51,712	66,913	29,768	44,162		-	44,162
SUB TOTAL:								420,252	451,069	6,119	2,185	459,373
Less: Central School								(25,325)	(22,459)			(22,459)
Less: Conservation								(5,000)	(3,000)			(3,000)
Less: CDBG Planning Offset								(40,000)	(39,266)			(39,266)
Less: CDBG Affordable Housing								(4,059)	(6,280)			(6,280)
Less: HOME Fund Offset								(10,000)	(10,000)			(10,000)
TOTAL:								335,868	370,064			378,369